



## Job Announcement

<http://mdcourts.gov>

**TTY/D use Maryland Relay Service**

<b>Opening Date:</b>	January 8, 2015	<b>Closing Date:</b>	January 22, 2015
<b>Job Title:</b>	Records and Reproduction Assistant	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	060064	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Baltimore City Baltimore, Maryland	<b>Grade/Entry Salary:</b>	J04 \$27,300 - \$32,268 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

### **Regular State employees are subject to promotion/demotion policy**

**Essential Functions:** Files, retrieves and distributes all files for judges, attorneys, team members, court support staff, and the public. Assists the judges and their staff, attorneys, team members and the public by providing information about the court records and Clerk's Office procedures. Responds to inquiries and requests received by mail and fax. Assists in the transition of files within the court location and preparing for storage off site. Makes copies and certifies as true test copies. Performs all other duties as assigned.

**Education:** High school diploma or GED.

**Experience:** Six months of related experience.

**Skills/Abilities:** Ability to retrieve and replace files accurately using an alphabetical or numerical sequenced filing system; differentiate colors used in office filing system; interpret performance policies and procedures, and general correspondence as related to work performance. Ability to communicate in an effective, patient and tactful manner with judges, co-workers and the public; and to apply common sense understanding in adhering to general filing procedures. Must be able to lift/move records, carts, etc., weighing up to 35 pounds. Ability to perform all essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Baltimore City  
412 Courthouse East  
111 North Calvert Street  
Baltimore, Maryland 21202  
ATTN: The Hon. Frank M. Conaway, Clerk of the Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States Citizens or eligible to work in the United States.**